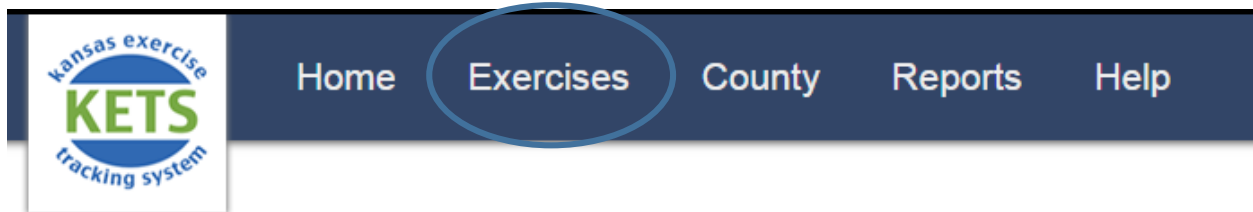



## Editing an Exercise

1. Click on **Exercises** in the top menu bar.




2. To edit an exercise, you must be the **Point of Contact** for that exercise. A pencil  appears in the Edit column for exercises you can edit. Click the pencil to begin editing.

All Exercises

Results Per Page: 10 | 25 | 50

*Gray italics indicates a pending exercise*

Name	Location	Exercise Type	Start Date	End Date	Edit
2017 Sunflower TEPW	Crisis City	TEPW	2-4-2017	2-4-2017	
Winter Weather Catastrophe Exercise	Crisis City	Tabletop Exercise	2-2-2017	2-2-2017	

3. Edit the exercise details necessary.
4. Click Update Exercise.
5. At the top of the page you will see the message “Successfully updated exercise!”